



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.: IHS-06-049 (STEP)

Opening Date: 06-05-2006

Closing Date: 09-30-2006

Area of Consideration: Govt - Wide

Any Qualified Indian Candidates

****STUDENT TEMPORARY EMPLOYMENT PROGRAM****

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Clerk, GS-303-01 *or*
Office Automation Clerk, GS-0326-02/03/04

OFFICE LOCATION:

IHS Headquarters
Rockville, Maryland

SALARY RANGE:

GS-01: \$19,214 - \$24,029 PA

GS-02: \$21,602 - \$27,182 PA

GS-03: \$23,571 - \$30,645 PA

GS-04: \$26,460 - \$34,402 PA

EMPLOYMENT CONDITIONS:

- A "Qualified Typist" is required for the GS-02 grade level and above. Applicants must be able to type at a minimum speed of 40 words per minute and must submit a certificate of typing proficiency or a Self Certificate statement (attached).
- Submit a letter from enrolled University or College indicating student will return for current/next semester.
- Position has no known promotion potential.
- Position contains no supervisory responsibilities.
- Relocation expense **will not** be paid.
- More than one position to be filled.
- Age 16 is the minimum age allowed for Federal Employment (5 CFR 551.601)

****STUDENT TEMPORARY EMPLOYMENT PROGRAM:** Applicants must be a student enrolled or accepted for enrollment as a degree seeking student (diploma, certificate, etc.) and at least the minimum age 16 required by OPMs regulations on Child Labor found at 5 CFR 551.601. Students must be taking at least a half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, a 2-year or 4-year college or university, graduate, or professional school.

BRIEF STATEMENT OF DUTIES:

The student serves as a Clerk/Office Automation Clerk to an Indian Health Service Headquarters program official, who directs the activities of a section, branch, division, or office. The student will perform such assignments as:

- ▶ utilizes personal computers, typewriters, and associated office equipments such as printers, scanners and modems, along with a variety of software packages (word processing, graphics, database management, electronic mail, etc.)
- ▶ uses Microsoft Office programs such as Word, Wordperfect, Powerpoint, Excel to create; copy; edit, (e.g., make insertions or deletions or moves material from one place to another; store; retrieve; spell check; grammar check; and print a variety of standardized documents using a glossary of prerecorded formats from letters, standard paragraphs, and mailing lists)
- ▶ prepares a variety of correspondence and reports from drafts into proper format with responsibility for correct spelling, grammar, capitalization and punctuation
- ▶ establishes and maintains files for letters, memorandums, and other office correspondence and arranges in alphabetical, numerical, and subject matter, etc.
- ▶ photocopies material for mass mailings, internal distribution, filing, etc.
- ▶ receives visitors and answers the telephones, referring visitors or callers to appropriate staff members, taking messages when not available
- ▶ receives incoming mail and routes to address or appropriate staff/office

QUALIFICATION REQUIRED:

- At the GS-01 grade level, there is no experience or education requirements.
- At the GS-02 grade level, applicants must possess three (3) months of General Experience **OR** high school graduation or equivalent.
- At the GS-03 grade level, applicants must possess six (6) months of General Experience **OR** one (1) year of education above high school level (30 semester hours). **Copy of college transcripts must be submitted to receive credit for education.** A qualified typist is required for this grade level.
- At the GS-04 grade level, applicants must possess 52 weeks of General Experience **OR** two (2) years of education above high school level (60 semester hours). **Copy of college transcripts must be submitted to receive credit for education.** A qualified typist is required for this grade level.

General Experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

- **Copy of college transcripts must be submitted to receive credit for education.**
- A qualified typist is required for the GS-02 grade level and above. The proclaimed typing efficiency may be verified at the time of appointment. **Indicate typing speed on application.**
- Applicants must meet all time-in-grade requirements.
- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

EVALUATION METHOD: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs either on their applications/resumes or as a separate attachment. The information provided will be used to determine the “Best Qualified” candidates.

Please address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.

1. Knowledge of grammar, spelling, capitalization, and punctuation.
 2. Skill in operating a personal computer and/or a typewriter.
 3. Ability to communicate effectively (i.e., urgent calls, visitors, sensitive issues).
- These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates: Applicants will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.

Veteran’s Preference: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources. The decision on granting reasonable accommodations will be on a case-by-case basis. TTY number is (301) 443-6394.

WHERE TO APPLY:

Indian Health Service
Division of Human Resources
12300 Twinbrook Parkway, Suite 230
Rockville, Maryland 20852

- A copy of this announcement may be obtained by calling DHR at (301) 443-6520. Vacancy Announcements may also be downloaded from the **IHS Website**, www.ihs.gov IHS does not fax vacancy announcements.
- Email applications will be accepted and may be emailed to HQDHR@ihs.gov All supporting documents must be submitted by the closing date of the announcement (persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience).
- For additional information, contact Division of Human Resources, at (301) 443-6520.
- The deadline for receipt of complete applications is on a “first come, first serve” basis within the year.
- Faxed copies of applications will not be accepted.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a “Declaration of Federal Employment” to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment
(form number OF-612)

Application for Federal Employment
(form number SF-171)

Resume or Other written application format

***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for you're paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement)

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
<p>A. Current Billet description</p> <p>B. Most recent "Commissioned Officers Effectiveness Report"</p>	<p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432</p> <p>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder</p> <p>Preference will not be given unless a copy of the 4432 is attached to the application.</p>	<p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.</p> <p><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

Applicant Background Survey**GENERAL INSTRUCTIONS**

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:

B. Year of Birth:

C. For Agency Use:

D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.

E. Ethnicity

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **■ Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **■ Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **■ Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON AREA OFFICE
1900 E STREET, N.W.
WASHINGTON, D.C. 20415

SUPPLEMENTAL QUALIFICATION STATEMENT

TYPING AND SHORTHAND SKILLS, GS-2/7

Complete and submit this form with your application.

Name: _____ Date of Birth: _____ SSN: _____

The following statement of proficiency in Typing or Shorthand or both will be accepted in lieu of a certificate of proficiency issued by an educational institution or other organization approved by the Office of Personnel Management as an alternative way of meeting the skills and abilities requirements of the position.

1. I certify that I can currently type ____ words per minute with no more than ____ errors, (40 wpm required). I gained my typing skill through ____ school, ____ work, or ____ other*.

*Describe how you gained your skill.

2. I certify that my current shorthand speed is ____ words per minute with no more than ____ errors and I can make current transcription of my notes, (80 wpm required). I gained my shorthand skill through ____ school, ____ work, or ____ other*.

*Describe how you gained your skill.

I understand that claims or proficiency may be verified at the time of consideration for employment. I further understand that my inability to perform as certified above may constitute a basis of termination at the onset of employment or during the probationary period of employment.

Sign/date: _____